



Department of  
**Human Resources**

# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-006 (rev. 1/16)
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 11-004
<b>Application:</b> Executive Branch Agencies, Human Resource Officers	<b>Effective Date:</b> October 3, 2012
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-301, T.C.A. § 8-30-303 and T.C.A. § 8-30-304	<b>Rule:</b> Chapter 1120-02

**Subject:**

## Evaluation of Education Credentials

### Secondary Institutions

Applicants may qualify for employment in job classifications which require high school graduation only if they can submit proof of receipt of a high school diploma or GED diploma, as issued by the appropriate department of education.

The Tennessee State Board of Education requires a graduating high school senior to complete an approved high school course of study and receive a passing score on an academic proficiency test before being awarded a high school diploma. Students completing all course work requirements, but failing a proficiency test, are permitted to graduate but receive a high school certificate, commonly known as a certificate of attendance, in lieu of a high school diploma. Students graduating with a high school certificate may exchange the certificate for a high school diploma by attending any future semi-annual proficiency testing session and attaining a satisfactory score. Student recipients of high school certificates are not eligible to enroll in state colleges and universities on a full time basis until satisfactory completion of the proficiency test or the attainment of a GED. Likewise, the Department of Human Resources will not accept the high school certificate as proof of high school graduation.

### Post Secondary Institutions

The Department of Human Resources relies on the following designated resources to determine whether a post secondary institution is appropriately accredited:

- The U.S. Department of Education's Office of Postsecondary Education provides an online institutional database of accredited postsecondary institutions that have been accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education.

<b>DOHR Policy:</b> <b>Evaluation of Education Credentials</b>	<b>Policy Number:</b> 12-006
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- The Council for Higher Education Accreditation, a non-governmental coordinating agency for accreditation, is an association of approximately 3,000 degree-granting colleges and universities and recognized institutional and programmatic accrediting organizations.

The Department recognizes that there may be some quality post-secondary educational institutions and programs not listed in either of the databases referenced above. For example, an institution may have chosen not to seek accreditation through one of these recognized agencies. Although such institutions and programs may provide a quality education, the Department must, for practical reasons, rely on the databases enumerated above which list colleges or universities accredited.

A student-applicant may be considered for a position that requires an associate's or bachelor's degree, if the applicant is within one hundred-twenty (120) calendar days of graduation. If considered for appointment, the applicant must, by the official appointment date, submit proof of receiving the required degree, and demonstrating fulfillment of the minimum qualifications for the position.

#### Degrees Received Outside of the United States

For education received from a college or university outside of the United States, an evaluation from one of the following services will be required in order to determine equivalency of the curriculum:

- Center for Applied Research, Evaluations, and Education, Inc.
- Educational Credential Evaluators, Inc.
- Education Evaluators International, Inc.
- Education International, Inc.
- Educational Perspectives, nfp.
- Educational Records Evaluation Service, Inc.
- Evaluation Service, Inc.
- Foreign Academic Credential Service, Inc.
- The Foreign Educational Document Service
- Foundation for International Services, Inc.
- Global Credential Evaluators, Inc.
- International Advisory Services
- International Consultants of Delaware, Inc.
- International Credentialing Associates, Inc.
- International Education Research Foundation, Inc.
- Josef Silny & Associates, Inc.
- SpanTran Educational Services, Inc.
- World Education Services, Inc.

Questions regarding this policy may be directed to the Agency Resource Center (ARC).